

KINGS GARDEN – STRATA PLAN LMS 2926**LOCATION:**

#405 – 335 Carnarvon St. New
Westminster, BC V3L 1B9

STRATA COUNCIL

2013 / 2014

PRESIDENT

Julie Moore

VICE PRESIDENT

Arlene Johnston

TREASURER

Colin Naples

SECRETARY

Chuck Wren

AT LARGE

Ron Paredes
Mark Conn

CARETAKER

Brad Gartside
604-786-0713

STRATA MANAGER

Chris Drake
Direct Phone: (604) 595-1164
Fax: (604) 592-3645
E-mail: cdrake@baywest.ca

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411

BAYWEST MANAGEMENT

13468 77TH AVENUE
SURREY, B.C. V3W 6Y3

24 Hour Line: (604) 591-6060

E-MAIL

www.baywest.ca
Open 'Help Centre'
Follow prompts

ATTENDANCE:

Julie Moore
Chuck Wren
Colin Naples

REGRETS:

Mark Conn
Arlene Johnston
Ron Paredes

Chris Drake, Baywest Management Corporation

(1) CALL TO ORDER

The President called the meeting to order at 7:19 p.m. A quorum was established.

(2) APPROVAL OF PREVIOUS MINUTES

It was moved and seconded to approve the minutes for the Council meeting held on Wednesday September 25, 2013 as prepared by Council.

CARRIED

(3) FINANCIAL REPORT**3.1 FINANCIAL STATEMENTS**

It was moved and seconded to adopt the Financial Statements for the period of June 1st to October 31, 2013 as distributed including the two line items in the August balance sheets that had reference to "due to Corporate. The Strata Manager received clarification from the accountant that this is for special levies that are due but have not been paid by the Owners.

CARRIED

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the meeting date, the outstanding balance of strata and levy fees for the Residential sections was \$8,614.88.

This is largely due to none payment of strata fee increases and special levies. One unit owner, whose property now has a lien applied to it and is in foreclosure, accounts for more than half of the arrears owed to the Strata.

Owners are reminded that strata fees are due on the 1st of each month without invoice. Any owners in arrears for strata fees are mailed a statement of amounts outstanding each month. If an owner is in arrears for sixty days, the owner will be forwarded a final demand letter to request the account be brought to date within a specified time period (there will be a \$56 administration fee). If the balance remains outstanding, a lien may be registered against their property (the lien administration cost on a

overdue account is \$448). Should an Owner fail to pay their arrears after receiving the final demand letter, a forced sale may be required through legal action (The Owner would be responsible for any of the legal costs).

Council has instructed Baywest to apply late payment fines and interest penalties to all outstanding accounts as provided for in the Strata's Bylaws.

4) BUSINESS ARISING FROM PREVIOUS MEETING

4.1 MOVING PARKING GATE

The Strata Council wants to move the parking gate to re-claim 10 parking spots that are part of the Residential parking area. The Council decided to table this issue until next year when more funds will be available to carry out such a project.

4.2 FOURTH FLOOR CARPET

The Strata Council has been in contact with Exclusive Floors regarding the north fourth floor area being excluded on the quotes. Council President Julie Moore is continuing communication with Exclusive Floors to resolve this issue.

4.3 STANDARD OPERATING PROCEDURES

At the previous Council Meeting, the Strata Council updated and revised the Strata Corporation's standard operating procedures. This is the guide and set of standard directives by which the Strata Manager follows for day to day business activities for the Strata.

5) CORRESPONDENCE

All correspondence and emails will be forwarded to the Strata Manager. Non-urgent and routine correspondence will be dealt with by the Strata Manager prior to the next Council meeting. For the purpose of Council ratification and reporting in the minutes, such correspondence will be placed on the agenda for the next regular Council meeting. Urgent correspondence will be communicated to the Council president upon receipt. The Strata Manager, at the President's direction, will take immediate action with respect to urgent matters.

Owners are requested to put any questions or concerns in writing and send them to the Strata Council via the Strata Manager so Council can address them at the next Council Meeting. The Strata Manager will respond at the direction of the Strata Council, either in the minutes or by correspondence as deemed necessary.

5.1 LIEN WARNING LETTERS

The Council sent a lien warning letter to one Owner who failed to respond to repeated correspondence on their overdue account. The Owner has until the end of November to respond at which time if there is no communication from the Owner and then the Council will vote on whether to put a lien on the unit.

6) NEW BUSINESS

6.1 EXCLUSIVE FLOORING – 4TH FLOOR CARPET

Council President Julie Moore has been communicating back and forth with Exclusive Floors regarding the hallway carpet installation from the summer. The flooring quote from Exclusive Flooring excluded the fourth floor North Wing. Exclusive has provided an additional quote to complete the north wing on the fourth floor at an additional cost. Council Vice President Arlene Johnston is investigating a possible earlier quote that may have included the 4th floor carpet installation as part of the quote. The Council will make a decision regarding the outstanding carpet project work in the building based on their findings.

6.2 UNIT FORECLOSURE

Council discussed a unit that has been put up for sale by foreclosure. This unit owes the Residential Strata \$4,400.70 to date and once the sale of this unit completes, the Strata will recover the outstanding balance owed.

6.3 MARKIC DEVELOPMENT & RESTORATION INVOICE

Council discussed the invoice from M.D.R. for the construction of the storage lockers. The Council has paid a majority of the invoice and has made arrangement with M.D.R. to pay the balance of the invoice in December 2013.

6.4 NEW ANNUAL GENERAL MEETING DATE

Council has once again pre-booked the Century House at 620 Eighth St, New Westminster BC. Canada V3M 3S2, for the next A.G.M. being held on Tuesday May 27, 2014. The Owner registration will start at 6:30 p.m. and the meeting will start at 7:00 p.m. The Corporate A.G.M. will be the first meeting and the Residential Section A.G.M. will follow. All Owners will receive an A.G.M. package with more details in early May of 2014.

6.5 UNIT FLOORING UPGRADE REQUEST

Council discussed a unit that has requested a laminate flooring upgrade to their suite. The Council president will send the Strata Manager some flooring noise barrier specifications she has from a flooring company to send to the unit Owner for review. The unit Owner will also be required to fill out an Assumption of Liability form. The A.O.L. form is filled out by all Owners who are making modifications to the original design and it is a record for the Strata as this would have to be insured by your home insurance. This alteration would be considered an upgrade or betterment from the original construction and the Strata's insurance only covers and insures the original construction material.

6.6 LOCKER ASSIGNMENTS

The lockers are complete and the Council is in the process of making arrangements to assign Owners to the new lockers. Once all of the logistics are complete, Owners will be notified by Council their new locker assignments.

6.7 NEW RULE – EXTRA KEYS WILL HAVE A NEW CHARGE

Council discussed a nominal fee for Owners wishing extra common door keys. The small fee would cover the cost to have the keys duplicated. Council will discuss the amount to be charged and will add it to the Rules and it will be recorded in the next meeting minutes.

7) TERMINATION

There being no further business, the meeting was terminated at 7:58 p.m.

The next scheduled Meeting will be Wednesday, January 22, 2014 at 7:00 p.m.

Please keep these minutes with your strata lot records, as you will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.
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